



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
DAVIESS COUNTY
SHERIFF'S SETTLEMENT - 2000 TAXES**

SEPTEMBER 6, 2001

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EXECUTIVE SUMMARY
AUDIT EXAMINATION OF THE
DAVISS COUNTY
SHERIFF'S SETTLEMENT - 2000 TAXES

September 6, 2001

The Auditor of Public Accounts has completed the audit of the Sheriff's Settlement - 2000 Taxes for Daviess County Sheriff as of September 6, 2001. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Best Practices:

We would like to commend the Daviess County Sheriff, Keith Cain, and Finance Director, Joe Glenn, for their excellent accounting procedures and record keeping. As in prior years, they have demonstrated a high degree of knowledge and proficiency concerning property tax collections and distributions, and of the laws governing them.

Financial Condition:

The Sheriff collected net taxes of \$26,099,194 for the districts for 2000 taxes. The Sheriff distributed taxes of \$25,249,960 to the districts for 2000 Taxes. No additional taxes are due to the taxing districts from the Sheriff and no refunds are due to the Sheriff from the taxing districts.

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities or bonds.

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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Paul E. Patton, Governor
T. Kevin Flanery, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Ried Haire, Daviess County Judge/Executive
Honorable Keith Cain, Daviess County Sheriff
Members of the Daviess County Fiscal Court

Independent Auditor's Report

We have audited the Daviess County Sheriff's Settlement - 2000 Taxes as of September 6, 2001. This tax settlement is the responsibility of the Daviess County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Daviess County Sheriff's taxes charged, credited, and paid as of September 6, 2001, in conformity with the basis of accounting described in the preceding paragraph.

To the People of Kentucky
Honorable Paul E. Patton, Governor
T. Kevin Flanery, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Ried Haire, Daviess County Judge/Executive
Honorable Keith Cain, Daviess County Sheriff
Members of the Daviess County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated November 21, 2001, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

- We would like to commend the Daviess County Sheriff, Keith Cain, and Finance Director, Joe Glenn, for their excellent accounting procedures and record keeping. As in prior years, they have demonstrated a high degree of knowledge and proficiency concerning property tax collections and distributions, and of the laws governing them.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a stylized flourish at the end.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
November 21, 2001

DAVIESS COUNTY
KEITH CAIN, SHERIFF
SHERIFF'S SETTLEMENT - 2000 TAXES

September 6, 2001

<u>Charges</u>	County Taxes	Special Taxing Districts	School Taxes	State Taxes
Real Estate	\$ 3,754,576	\$ 2,141,282	\$ 10,324,716	\$ 4,135,900
Tangible Personal Property	587,035	289,622	1,435,406	1,543,587
Intangible Personal Property				654,252
Enterprise Zone		21,596		22,496
Street Lighting		29,668		
Bank Shares	273,902			
Fire Protection				
Taxes Increased Through Erroneous Assessments	13,613	7,040	91,659	19,280
Omitted Taxes				
Franchise Corporation	342,888	175,586	733,724	
Non-Resident Watercraft	11,816	5,867	33,191	
Distilled Spirits Taxes	29,457	14,628	96,786	
Additional Billings	38	22	143	42
Unmined Coal - 1999 Additional Taxes	1,303	741	4,833	1,472
Unmined Coal - 2000 Taxes	1,175	670	4,377	1,294
Oil and Gas Property Taxes	2,584	1,474	9,631	2,847
Limestone, Sand, and Mineral Reserves	159	91	593	175
Undeveloped Oil and Gas	3	2	13	4
Penalties	20,937	11,977	53,517	28,931
Adjusted to Sheriff's Receipt	(196)	(28)	(96)	(239)
Gross Chargeable to Sheriff	<u>\$ 5,039,290</u>	<u>\$ 2,700,238</u>	<u>\$ 12,788,493</u>	<u>\$ 6,410,041</u>
<u>Credits</u>				
Exonerations	\$ 29,222	\$ 15,151	\$ 57,253	\$ 45,492
Discounts	75,713	40,752	194,109	104,206
Delinquents:				
Real Estate	44,072	25,137	111,822	48,548
Tangible Personal Property	6,073	3,016	15,791	16,724
Intangible Personal Property				3,041
Unmined Coal - 2000 Taxes	2	1	8	2
Uncollected Franchise	866	428	1,439	
Total Credits	<u>\$ 155,948</u>	<u>\$ 84,485</u>	<u>\$ 380,422</u>	<u>\$ 218,013</u>
Net Tax Yield	\$ 4,883,342	\$ 2,615,753	\$ 12,408,071	\$ 6,192,028
Less: Commissions *	<u>207,830</u>	<u>111,170</u>	<u>186,121</u>	<u>263,449</u>
Net Taxes Due	\$ 4,675,512	\$ 2,504,583	\$ 12,221,950	\$ 5,928,579
Taxes Paid	4,659,562	2,495,953	12,189,381	5,905,064
Refunds (Current and Prior Year)	<u>15,950</u>	<u>8,630</u>	<u>32,569</u>	<u>23,515</u>
Due Districts as of Completion of Fieldwork	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

* See page 4

DAVIESS COUNTY
KEITH CAIN, SHERIFF
SHERIFF'S SETTLEMENT - 2000 TAXES
September 6, 2001
(Continued)

* Commissions:

10% on	\$	10,000
4.25% on	\$	13,681,123
1.50% on	\$	12,408,071

The accompanying notes are an integral part of the financial statement.

DAVIESS COUNTY
NOTES TO FINANCIAL STATEMENT

September 6, 2001

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue, which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue, which are recognized when there is proper authorization. Taxes paid are uses of revenue, which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of September 6, 2000, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

DAVIESS COUNTY
NOTES TO FINANCIAL STATEMENT
September 6, 2001
(Continued)

Note 3. Tax Collection Period

A. Property Taxes

The real and personal property tax assessments were levied as of January 1, 2000. Property taxes were billed to finance governmental services for the year ended June 30, 2001. Liens are effective when the tax bills become delinquent. The collection period for these assessments was November 9, 2000 through May 3, 2001.

B. Unmined Coal Taxes

2000 Unmined Coal Taxes

The tangible property tax assessments were levied as of January 1, 2000. Property taxes are billed to finance governmental services. Liens are effective when the tax bills become delinquent. The collection period for these assessments was November 16, 2000 through May 3, 2001.

1999 Additional Unmined Coal Taxes

The tangible property tax assessments were levied as of January 1, 1999. Property taxes are billed to finance governmental services. Liens are effective when the tax bills become delinquent. The collection period for these assessments was November 14, 2000 through May 3, 2001.

Note 4. Interest Income

The Daviess County Sheriff earned \$107,278 as interest income on 2000 taxes. The Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder will be used to operate the Sheriff's office.

Note 5. Sheriff's 10% Add-On Fee

The Daviess County Sheriff collected \$82,199 of 10% add-on fees allowed by KRS 134.430(3). This amount will be used to operate the Sheriff's office.

Note 6. Advertising Costs And Fees

The Daviess County Sheriff collected \$12,770 of advertising costs and \$10,892 of advertising fees allowed by KRS 424.330(1) and KRS 134.440(2). The Sheriff distributed the advertising costs to the county as required by statute, and the advertising fees will be used to operate the Sheriff's office.

DAVIESS COUNTY
NOTES TO FINANCIAL STATEMENT
September 6, 2001
(Continued)

Note 7. Unrefundable Duplicate Payments And Unexplained Receipts Should Be Escrowed

The Sheriff should deposit any unrefundable duplicate payments and unexplained receipts in an interest-bearing account. According to KRS 393.110, the Sheriff should properly report annually to the Treasury Department any unclaimed moneys. After seven years, if the funds have not been claimed, the funds should be submitted to the Kentucky State Treasurer. For the 2000 taxes, the Sheriff had \$2,305 in unrefundable duplicate payments and unexplained receipts. Therefore, the Sheriff should send a written report to the Treasury Department.

Note 8. Bond Coverage

KRS 134.320 and KRS 134.250 give the Fiscal Court the authority to require the Sheriff to have a county revenue bond. The county revenue bond is supposed to cover all tax monies on hand in the Sheriff's office. During the 2000 tax year, the highest amount of tax collections on hand was \$148,249. The Sheriff's county revenue bond was \$50,000, the amount of which was inadequate to protect the county from potential loss.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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**Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards**

We have audited the Daviess County Sheriff's Settlement - 2000 Taxes as of September 6, 2001, and have issued our report thereon dated November 21, 2001. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Daviess County Sheriff's Settlement - 2000 Taxes as of September 6, 2001 is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Daviess County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
November 21, 2001

